

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1E-ADM-500
	SECTION: Management Information System	PAGE: 1 of 1
	SUBJECT: Information System	
REFERENCES:	CURRENT VERSION EFFECTIVE DATE: 03-01-2016	

STANDARD:

Policy, procedure and practice shall require that agencies establish an organized system of information storage and retrieval.

DISCUSSION:

Information systems facilitate decision making, research, and timely responses to inquiries.

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<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Written policy, procedure, and practice shall require that information pertaining to clients assigned to a community corrections agency be recorded and maintained as required by the Kansas Department of Corrections.

DISCUSSION:

None

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-501A</p>
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<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Written policy, procedure, and practice shall require that information pertaining to clients assigned to a community corrections agency be recorded and maintained as required by the Kansas Department of Corrections. Community corrections act agencies shall enter and maintain case management information in TOADS databases, with the exception of Parole/Facility Only Areas, for each adult felony client assigned to its supervision. Case management information shall be created and maintained in TOADS in a complete, timely, and accurate manner.

DISCUSSION:

The agency director or designee is responsible for ensuring that information in TOADS is complete, timely, and accurate.

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STANDARD:

Within two (2) working days after notification of assignment of a client to community corrections, the supervising community corrections agency shall ensure the following:

- The assigned client has a case management record in TOADS
- A status entry has been created in TOADS that reflects the current status of the client

DISCUSSION:

If extenuating circumstances exist which prevent the supervising agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be recorded in the TOADS contact database.

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STANDARD:

Within thirty (30) calendar days after notification of assignment of a client to community corrections, the supervising community corrections agency shall ensure that all TOADS databases contain complete and accurate client case management information.

DISCUSSION:

If extenuating circumstances exist which prevent the supervising agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be recorded in the TOADS contact database.

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STANDARD:

Any new client case information or updates to existing client case information shall be entered into TOADS by the assigned community corrections act agency within five (5) working days after acquiring such information, including, but not limited to addresses, statuses, employment history and statuses, contacts, supervision/case plans, case information, offense descriptions, substance abuse testing, interventions, and obligations.

DISCUSSION:

If extenuating circumstances exist which prevent the supervising agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be recorded in the TOADS contact database.

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1E-ADM-502
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	SUBJECT: Research and Special Projects	
REFERENCES:	CURRENT VERSION EFFECTIVE DATE: 03-01-2016	

STANDARD:

Written policy, procedure, and practice provide that the director reviews and approves all research projects prior to implementation.

DISCUSSION:

Research activities can contribute to more efficient and effective agency operation and services; public safety and client accountability. Researchers or other individuals working in the program should be informed of all policies regarding confidentiality. Any research projects which utilize data derived from OMIS or TOADS must be submitted to Kansas Department of Corrections for approval.

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	<p>SUBJECT:</p> <p>Research and Special Projects</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Written policy, procedure, and practice shall require programs to collaborate, at least annually, with local resource providers, Courts, law enforcement, public defender's office, district attorney's office and other key stakeholders for the purpose of information exchange.

DISCUSSION:

Collaboration is critical to effective management and decision making. Furthermore, it helps prevent or reduce the likelihood of the duplication of continuous efforts and costs.

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<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Open

DISCUSSION:

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-505</p>
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	<p>SUBJECT:</p> <p>Distribution of Reports</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Open

DISCUSSION:

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	<p>SUBJECT:</p> <p>Case Records</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Open

DISCUSSION:

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-507</p>
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<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

There shall be written policy, procedure and practice governing the content and organization of client case files. Each file shall include either in hard copy or electronically:

- Demographic information
- Documentation of legal authority to participate (Journal Entry/Probation Agreement)
- Documentation of orientation/intake
- Appropriately signed and dated releases of information
- Initial risk/need assessments and all reassessments
- Drug testing record and results
- Supervision/case plans
- Clinical evaluation and assessment reports
- Written communication (may include but not limited to resource providers, victims, and others related to the case)
- Legal documents
- Discharge report (as applicable)
- Documentation of supervisory case file review
- Photo of client
- Chronological record of contacts, events, and actions
- Employer notification (if applicable)
- Employment and intervention information

DISCUSSION:

The information required in the TOADS database is not required to be in the hard copy file.

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STANDARD:

Open

DISCUSSION:

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-509</p>
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	<p>SUBJECT:</p> <p>Client Access to Records</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Agencies shall establish written policy, procedure, and practice governing a client's access to information contained in his/her case file.

DISCUSSION:

None